

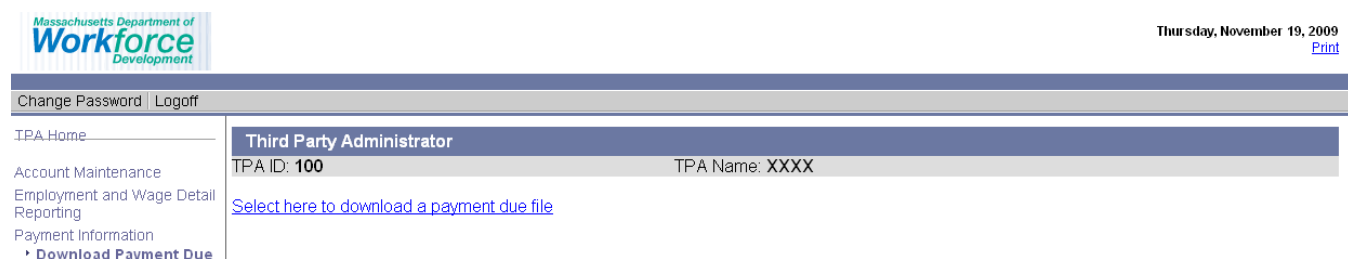
DOWNLOAD PAYMENT DUE FILE

Introduction

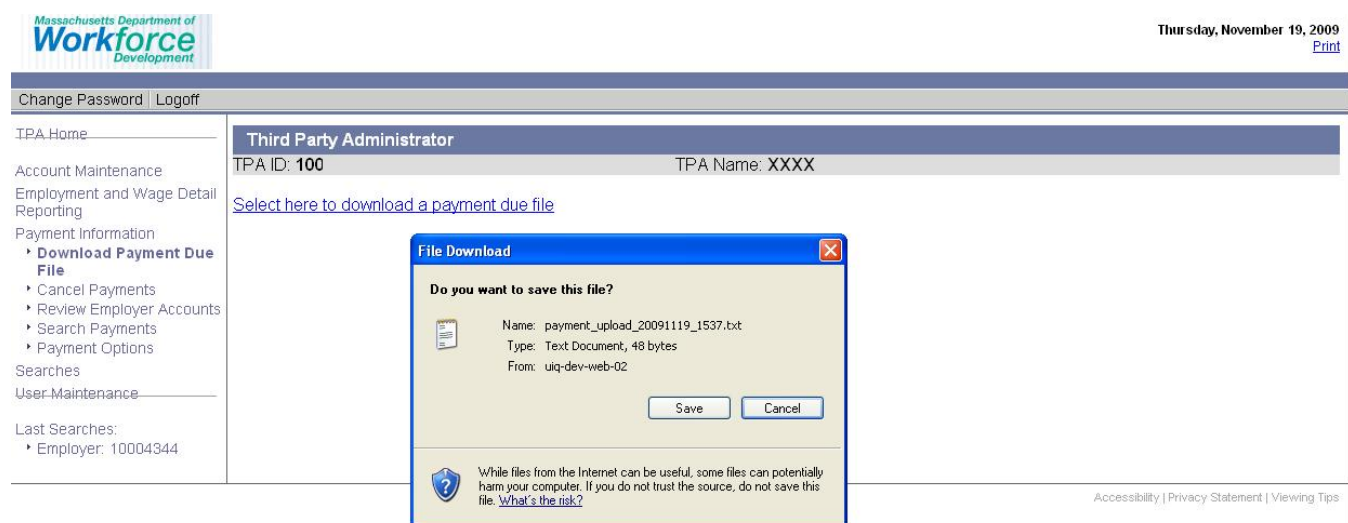
This section of the document will show how an authorized user can download the payment due file. The downloaded file will contain all employers assigned to the TPA account with corresponding amounts due. You will be able to use this file to view the payments due for each employer as well as to make payments towards multiple employer accounts at once. For additional information on uploading this file in order to make payments refer to the section on 'Payment Options'.

Step-by-Step Instructions:

1. Navigate to the payment home page using the instructions provided in the section – 'Navigating to payments'.
2. Click on the link 'Download Payment Due File'. The following page will appear. Click on the link on this page to download the file.



3. The following pop-up window will appear. Click on 'Save' and follow the prompts to download and save the file to your local folder.



4. Open the file from your local folder. It will be in the below format. The file layout of the downloaded bulk payment file is as follows:

TPA ID, Download Date, Record Count (*header row*)

Employer Account Number, Total Amount Due, Current Quarter Due (*Record 1*)

Employer Account Number, Total Amount Due, Current Quarter Due (*Record 2*).....and so on.